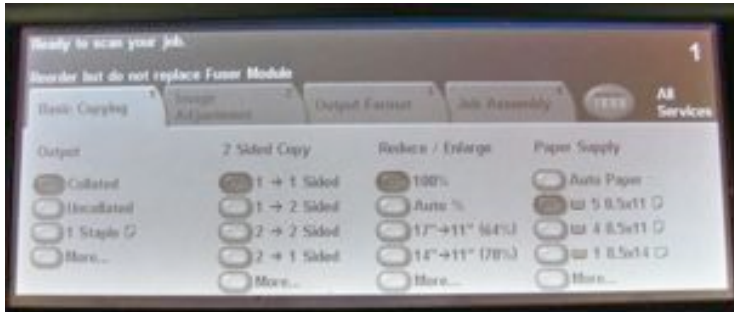


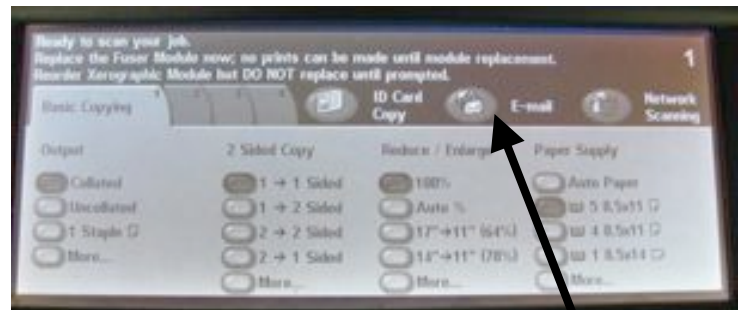
XEROX SCAN to EMAIL

1. Bring documents to be scanned to the Xerox. The display on the Xerox will be one of these two views:

View A – Expanded Tabs, “All Services”



View B – Numbered Tabs, “E-mail”, “Network Scanning”



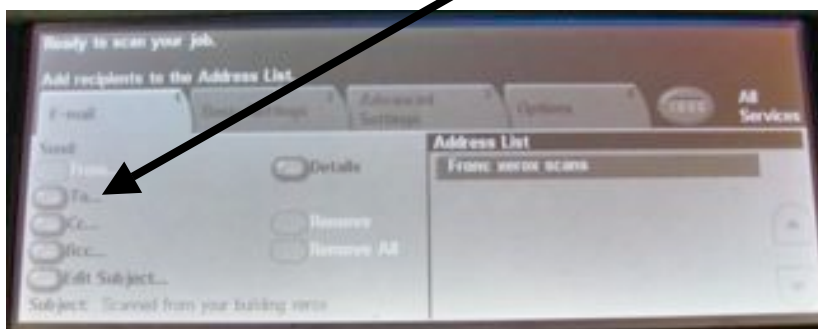
If the display is View B, press “E-mail” and go on to Step 3.

2. If the display is View A, press “All Services”. The new window will look like this:



Press “E-Mail”

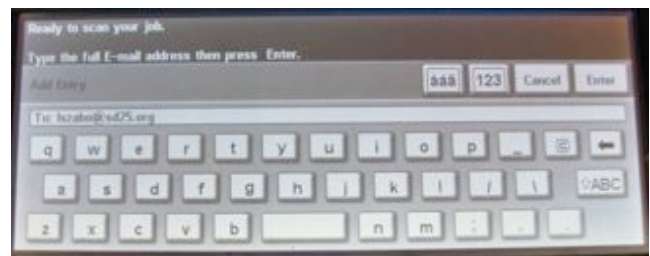
3. The “E-mail” window looks like this. Press “To”.



4. Place your document on the glass. Or, you may use the document feeder for multiple pages in one document or for two-sided scanning.



5. Follow the directions on the display: Type in the full email address and press Enter. (To type numbers, press the '123' key). The display will return to the Email window as in Step 3, and you will see your email address on the right.



You could enter multiple recipients here, but it is probably easier to forward the document via email.

6. To set the number of copies, 1- or 2-sided, etc., go to the 'Basic Settings' tab. To adjust the image quality, to the Advanced Settings tab.



